

March 2, 2023

The Churchill County Library Board of Trustees held a public meeting on Thursday March 2, 2023, at the Churchill County Administration Building, Room 102, 155 N. Taylor Street, Fallon, NV. The meeting was scheduled to begin at 3:00pm.

REGULAR AGENDA ITEMS

1. Call to Order: Kelli Kelly @ 3pm

2. Pledge of Allegiance

3. Public Comment? None

4. Roll Call of Members:

Present were: Trustees Kelli Kelly, Bill Williams, Jo Petteruti, David Brakebill, and Ashlee McGarity; Library Director Carol Lloyd; Deputy District Attorney Jeff Weed; County Commissioner Bus Scharmann; Churchill County HR Director Geof Stark

5. Verification of the posting of the agenda: Verified by Library Director Carol Lloyd

6. Consideration and possible action – Approval of agenda: Revision: none

A motion was made to approve the agenda as presented by David Brakebill, seconded by Jo Petteruti. All in favor.

7. Consideration and possible action – Approval of minutes: Revision: none

A motion was made to adopt the minutes from the January 23, 2023 meeting as submitted by Dave Brakebill, seconded by Bill Williams. All in favor.

8. Board of Trustees Report

Jo Petteruti reported that she attended the Library Volunteer Appreciation Reception (held 2/2/23) and it was a lovely event. She also reported that she read *On the Trail of the Jackalope* in preparation for the meet-the-author event with Michael Branch (scheduled for 2/25/23 but was postponed) and found it very interesting. Additionally, she signed up for the Library Link of the Day and noted that the articles shared about book bans etc are very concerning, but she's grateful that our community seems to be much more supportive of the library than other communities are of theirs.

Kelli Kelly shared that she also signed up to receive the Library Link of the Day but remembers why she unsubscribed previously. It tends to have a negative effect on her mental health to see so many negative reports on things happening in the library world. Kelli also attended the Library Volunteer Appreciation Reception noting that all of the volunteers should be commended on their contributions of time, talents, and treasures. She will be joining Director Carol Lloyd for Library Advocacy Day at the Nevada Legislature on March 9, 2023.

Kelli Kelly gave a special welcome to Commissioner Bus Scharmann for joining the board meeting for the first time as commissioner.

OLD BUSINESS – Moved ahead in the agenda to provide a timely opportunity for HR Director Geof Stark opportunity to provide information for item 1.

1. Consideration and for possible action re: Discussion and possible action to items related to the Library Director recruitment.

Geof Stark and Carol Lloyd provided the following information to the Board concerning Director recruitment:

- A special meeting is scheduled for March 13, 2023 for interviews and possible action for the Library Director position.
- There are four candidates (of ~26 applications received) being put forward for interviews with the Board. All four candidates are qualified and have accepted the invitation to the Special Meeting being held March 13, 2023.
 - The candidates will begin March 13th with a 9am tour of the library with Carol Lloyd.
 - The special meeting will start at 10am and will open with Deputy DA Jeff Weed presenting legal information and expectations for the interview process.
 - The first interview will begin at 10:30am, the meeting is expected to finish around 4:30pm, and a lunch break is expected around 1pm.
 - Interview questions will be predetermined by Geof Stark and Carol Lloyd to assure employment law compliance and the questions will be assigned to trustees to ask during the interviews. Appropriate follow-up questions will be allowed. The candidates will not be provided these questions before the interview.
 - Trustees will be provided interview packets that will include the day's schedule, interview questions, the Library Director job description, candidate information, note paper, scoring sheets, etc. Trustees will not need to bring anything but a pen to the special meeting.
 - Any notes made during the interviews will be kept as part of the recruitment files and are subject to open meeting laws. Geof made clear that any written notes made by trustees should be factual and not opinion based.
 - Each candidate will be rated after their interview and before the next interview.
 - The agenda for the special meeting will be available on March 7, 2023 and will include candidate details with personal information (contact information, etc.) redacted to protect privacy.
- Trustee David Brakebill commented that there was previous discussion about interviewing candidates in more of a 1-on-1 setting. Carol responded that it wasn't necessary with so few candidates. Geof added that there were some concerns with using that scenario to skirt open meeting laws, or at least the spirit of open meeting laws. Deputy DA also added that threading the open meeting needle can be dangerous.

Regular Agenda Items Resumed

9. Library Directors Report

- Library Park Pass Exhibit – Churchill County Museum – February-May
 - This program does not have a set end date and Director Carol expects it to be available permanently.
 - Two passes are available in the library for 2-week checkout, this program is getting lots of love and positive feedback for NV State.
- UPDATE: This event has been rescheduled to May 20, 2023 due to poor weather. February 25, 2023 (Saturday) – Author Michael Branch, *On the Trail of the Jackalope: How a Legend Captured the World's Imagination and Helped Us Cure Cancer*, 5pm-7pm, CAC/Nevada Humanities
- Statistics – David Brakebill pointed out the big increase in circulation numbers. Director Carol noted that library space is tight and she has to be very careful with collection management due to the constraints of space availability.
- ILS – The new ILS migration from Polaris to ByWater is underway and is expected to launch June 26, 2023.
- Summer Reading Program (SRP) – Kickoff is scheduled for June 6, 2023 and will include a carnival just like 2022. This event is being headed by Becky Taylor, Carol Lloyd, and new Children's Librarian J.
- There will be another children's story time added to the schedule starting in April. Current story times are Wednesday and Thursday at 11am. The additional story time will be Thursdays at 10am.
- New Children's Librarian J is adjusting the kids area as she sees the need. She seems to be settling in well.
- IP addresses have been sold by the state and the NV library co-op is in the decision making part of the process for those funds.

Next Board Meeting

- Special meeting is scheduled for Monday, March 13, 2023 at 10am at the Churchill County Administration Building 155 N. Taylor Street, Room 102 related to the Director selection.
- The next board meeting will be held Thursday March 23, 2023 at 3pm in the Churchill County Administration Building 155 N. Taylor Street, Commission Chambers.

NEW BUSINESS

1. Consideration and possible action – Action to approve monthly budget report for January 2023.

A motion was made to approve the monthly budget report for January 2023 as presented by Dave Brakebill, seconded by Jo Petteruti. All in favor.

2. Consideration and possible action – Action to approve the Library Gift Fund.

A motion was made to approve the Library Gift Fund as presented by David Brakebill, seconded by Bill Williams. All in favor.

3. **Consideration and possible action – Action to approve closing the physical library Saturday June 24, 2023 for migration to new Integrated Library System – Polaris to ByWater.**

ByWater recommended that the library be closed, including the website, for 2 days to allow for smoother migration to their ILS. Electing for the migration to happen over a Saturday and Sunday will allow for as little interruption to operations as possible.

A motion was made to approve closing the library Saturday June 24, 2023, and for the website to be offline June 24 and 25, 2023 for migration to the new Integrated Library System by Jo Petteruti, seconded by Bill Williams. All in favor.

Public Comment – None

Adjournment: Kelli Kelly, 3:55pm

Respectfully submitted,

Ashlee McGarity
March 2, 2023